



City of Riverside, California  
Personnel Policy and Procedure Manual

Approved:

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Human Resources Director

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City Manager

Number: II-12 Effective Date: 07/02

**SUBJECT:** TRAVEL TIME COMPENSATION POLICY

**PURPOSE:**

To provide uniform guidelines for the compensation of travel time for non-exempt employees in accordance with federal and state law.

**DEFINITION:**

Compensated Travel Time - Time spent in travel as part of the City's principal activity for non-exempt employees that is, under federal or state law and this policy, determined to be compensable.

**POLICY:**

Employees shall receive compensation for travel time only as required by federal and state law and this policy. The following are guidelines for compensable and non-compensable travel time.

1. Home-to-work travel - Home-to-work travel, as well as work-to-home travel, is not compensable. For purposes of this policy, an employee is not at work until he/she reaches his/her work site. If the employee is required to report at a meeting place, to receive instructions or to pick up tools, employees, or equipment, or for any other business related matter, before going to his/her work site, his/her compensated time begins at the meeting place. If an employee, before arriving to his/her regular work site, stops at another City site for his/her convenience, the time traveling from the other City site to the work site is not compensable. If a van or carpool is organized for commuting, the driver shall not be compensated for the time spent driving when the arrangement is voluntary.
2. Driving City-owned vehicle - An employee who drives a City-owned vehicle is not entitled to compensation for home-to-work travel and work-to-home travel if: (a) driving the City's vehicle from home to work and work to home is strictly voluntary and not a condition of employment; (b) the vehicle involved is the type of vehicle that would normally be used for commuting; the employee incurs no costs for driving the City vehicle or parking it at the employee's home or elsewhere; and (d) the work sites are within the normal commuting area of the City. The use of City vehicles must be by mutual agreement of the City and employee or the employee's representative. The use of City vehicles must be by mutual agreement of the City and employee or employee's representative.

An employee who is required to meet at a certain location (a "drop-off point") at a certain time and then take City-owned or controlled transportation to a work site is entitled to compensation for the period of time commencing with arriving at the drop-off point at the required time, and including waiting for the City-owned or controlled transportation, taking the

transportation to the work site, waiting for transportation at the end of the work period, and taking the transportation back to the drop-off point.

3. Travel during workday - Traveling by an employee from job site to job site during the workday is compensable. If an employee goes directly home from the job site instead of returning to his/her regular work site, the trip home is non-compensable home-to-work travel.
4. Emergency calls outside workday - When an employee is called out on an emergency after he/she has gone home for the day, if he/she goes to a customer's premises to do the work, his/her travel time is compensable and paid in accordance with applicable MOU's with various bargaining units.
5. Same day out-of-town trips - If an employee is required to travel out of town and return on the same day, all travel time, except his/her usual meal time and travel time between his/her home and the local railroad, bus or plane terminal, is compensable.
6. Overnight travel - Employees traveling overnight on business will be compensated for time spent in traveling, except for meal periods, during their normal working hours on their non-working days, such as Saturdays, Sundays and holidays, as well as their regular working days. Employees will not be compensated for traveling outside those hours, except for any time they spend in performing their duties. If an employee, making an overnight business trip, is allowed to use his/her automobile instead of a public conveyance, either the time actually spent or the time that would have been spent in public transportation can be used as hours worked. Time spent in lodging is noncompensable unless the employee is required to work during this time.

**PROCEDURE:**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Department	1. Informs employees of types of compensable travel time.
Employee	2. Notifies supervisor of time of travel while performing principal activity for the City. 3. Tracks travel time.
Supervisor	4. Verifies that travel time was done on behalf of employee while performing principal activity for the City.